

Vocational Rehabilitation Advisory Council  
Smyrna Rest Stop  
5500 DuPont Highway  
Smyrna, DE 19977  
Meeting Minutes  
December 10, 2018  
10:00 a.m. to 12:00 p.m.

**Members present:** Suzanne Howell, Chair; Darryl Garner, member; Alice Coleman, member; Dale Matusevich, member.

**Division for the Visually Impaired:** Elisha Jenkins, Director; Shirley Bryson, District Administrator; Jill Morrison, Constituent Relations; Patricia Burrell, Sr. Vocational Counselor; Lisa Edmondson, Administrative Specialist I.

**Teleconference:** Deb Bradl, Division for the Visually Impaired, Sr. Social Services Administrator; Kevin McAllister, VRAC member; Lloyd Schmitz, Public.

**Call to order:** The meeting was called to order at 10:00 am.

**Approval of Meeting Minutes:** Meeting Minutes for October 8, 2018 and November 19, 2018 were not approved due to lack of quorum.

**Old Business:**

Review of 2017-2018 Annual Report: The annual report will be provided to members of the VRAC by December 17, 2018. The 2017 Annual report will be sent to the members on 12-10-18. The 2018 report is currently being drafted and will be forwarded to the Council for their review. Council will be asked to review 2017 Annual Report and comment on new style of report.

**New Business:**

Start and end time of meetings was discussed. The members decided to continue to meet from 10:00 am to 12:00 pm. The meetings will be from 10:00 am to 12:00 pm until the Council votes to change the meeting time on a permanent basis.

Frequency of meetings was discussed. Darryl Garner suggested that the Council meet every other month. Dale Matusevich suggested that the Council meet quarterly as the VRAC meetings are overlapping with other State meetings, particularly at the Department of Education. Darryl Garner suggested creating a statewide calendar to avoid overlap of meetings. The Council is considering meeting every other month and agreed to meet in January 2019 to discuss the VRAC Retreat. If needed, the Council can call a special meeting as needed.

VRAC Retreat needs to be discussed. In order to do so, more attendance from the Council is needed. Due to no quorum, no votes can occur.

**Nominations of Officers:** The Council can nominate from the floor. Due to no quorum the Council could not vote on nominations.

Suzanne Howell presented the email from Sonya Lawrence with the subject line VRAC Agenda December 10, 2018. No action was taken.

### **Reports from Division for the Visually Impaired:**

#### **Director's Report:**

**Independent Living Skills Program:** ILS Participated in a Diabetes Expo on November 13, 2018. Melodye May facilitated a Diabetes Self-Management workshop. ILAC (Independent Living Advisory Council) met on December 11, 2018. Holiday Craft Workshop to be held on December 14, 2018 in Milford and at the Biggs Building.

**Orientation and Mobility:** A Smyrna High School Junior was a student presenter at the Transition Conference. The student had submitted an application and was accepted. A group of students was taken to the mall for a day trip to practice independent living skills they have learned, including self-advocacy. The group enjoyed shopping and going out to lunch.

There are currently two vacancies in Orientation and Mobility.

**Communications:** Division for the Visually Impaired completed filming our new education video. The Vocational Rehabilitation video is being filmed at DVI locations, at the Carvel Building and at a vendor's location. DVI is working on a one-page informational flyer to explain the supported employment program.

**Consumer Satisfaction Surveys:** We have six surveys, one for each program and one for the agency. We continue to incentivize consumers to participate. A drawing is held monthly and prizes are awarded. Darryl Garner asked if consumers can just go online to complete the surveys. Interested parties should contact the Division for the Visually Impaired. The Division for the Visually Impaired will provide training to Council on surveys.

#### **District Administrator's Report:**

As of 12/10/2018, Division of Visually Impaired Vocational Rehabilitation the current caseload is 237.

#### **State Goals and Priorities:**

Employment Outcomes by 15% from the prior fiscal year.

- Goal for State Plan is 35 (@15%). For FFY 2019. We exceeded the goal by three successful closures.
- Goal for RSA is 31 FFY 2019 (one more than the year before). We exceeded the goal by seven successful closures.
- Current Caseload: 237
- Total individuals employed 10-1-18 to present: 8 (1 employed for more than 90 days)
- Individuals ready to work: 36
- Median income (FFY 2018): \$18.43
- Transition aged students 14-20: 69

- Transition aged students 14-24: 89
- Education and Training: 59

**Transition Services:**

On February 13, 2018, the Division for the Visually Impaired hosted a Family Night from 6 pm to 7:30 pm. The focus was Education and Vocational Rehabilitation services for student first grade through college. Carol King-Ries, an intern for the Division for the Visually Impaired was available to conduct a focus group with parents. While the event did not yield any participants the Division will continue to reach out to families and parents to keep them abreast of what services and activities we have planned for our students (first grade thru college).

**Division for the Visually Impaired Events:**

On December 5, 2018, the Division for the Visually Impaired sponsored an "Open House" to celebrate the beginning of their partnership with the Governor's initiative to bring more services to the city of Wilmington at the Porter State Service Center. Director, Elisha Jenkins charged her staff to partner with the Division of Social Services and Division of State Service Center staff to pilot services at the state service center by the of 2018. The official beginning of the partnership started during the Division for the Visually Impaired "Open House" on December 5, 2018.

The Division for the Visually Impaired will be at the Porter State Service Center on Wednesday all day. A Division for the Visually Impaired, Vocational Rehabilitation Counselor and a Business Consultant will be available at the Porter State Service center to assist the blind and visually impaired community with employment opportunities so that they can achieve a positive employment outcome.

The "Open House" provided the Wilmington community and the state service center staff with the opportunity to preview the services offered by the Division for the Visually Impaired. We look forward to this partnership and the goal is to expand services at the Porter State Service Center in the future.

**Announcements:** The next VRAC meeting will be held January 14, 2019 from 10:00 am to 12:00 pm.

**Adjournment:** The meeting was adjourned at 10:50 am.

Respectfully submitted,

Lisa Edmondson

Administrative Specialist I